



**SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING**  
**1400 'E' STREET, MS-735, SAN DIEGO, CA 92101**  
**(619) 531-2250**



**ENTERTAINMENT PERMIT**  
**SINGLE (ONE-TIME) EVENT**

San Diego Municipal Code, Section 33.0101(c), states you must have a valid police permit to operate a business designated as police regulated. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** You are responsible for being familiar with and complying with the rules and regulations related to Entertainment. Copies of the Entertainment Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2<sup>nd</sup> Floor, Ph. # (619) 533-4000 or via the City's website: [SDMC Chapter 3, Article 3, Division 15, Division 2 and Divisions 1-5](#).

\*\*\*\*\***Single Event**-Means any event occurring alone or as part of another business, to which the public is invited or allowed to watch, listen, or participate, or purposes of holding the attention and amusing guests or patrons for the following:

- a) Presentations by single or multiple performers; comedians, musical song or dance acts, plays, concerts, sporting events, carnivals, rodeos, or circus acts.

The granting of a police permit does not relieve the applicant from obtaining all appropriate approvals required by the City of San Diego, or state or federal law. **The granting of a permit does not relieve a permittee from the permittee's obligation to comply with all applicable local, state, and federal laws, including those related to building, zoning, fire, and other public safety regulations.** The granting of a police permit does not vest any development rights in the property or business (SDMC 33.0309). In order to legally operate your business and to establish that your business location is suitable, it is suggested that you first have the following:

**FIRE MARSHAL APPROVAL** can be obtained from San Diego Fire and Life Services, 1010 Second Avenue (3<sup>rd</sup> Floor), San Diego, CA 92101 - Phone (619) 533-4400 or [www.sannet.gov/fireandems/inspections/index.shtml](http://www.sannet.gov/fireandems/inspections/index.shtml).

**PLEASE PROVIDE ALL OF THE FOLLOWING WHEN APPLYING FOR THE SINGLE EVENT PERMIT:**

- **POLICE PERMIT APPLICATION** and **BUSINESS ADDENDUM**
- **INVESTIGATION FEE** – \$104.00 per Applicant. This fee is non refundable.
- **ALCOHOLIC BEVERAGE CONTROL LICENSE** (with copy of conditions) from the State of California Department of Alcoholic Beverage Control, 1350 Front Street (Room 5056), San Diego, CA 92101 - Phone (619) 525-4064.  
**NOTE: The conditions have to specify that entertainment is allowed.**
- **IDENTIFICATION** – Copy of valid government issued picture ID (driver's license or military ID).
- **BUSINESS TAX CERTIFICATE** can be obtained from the San Diego City Treasurer's Office, 1200 Third Avenue (1st Floor), San Diego, CA 92101 - Phone (619) 615-1500.
- **OVERALL EVENT DESCRIPTION/SITE DIAGRAM**
- **SINGLE OCCASION EVENTS PERMIT FEE:**

**\$305 – PER EVENT – 49 PERSONS OR LESS**  
**\$1,356 - PER EVENT - 50 OR MORE PERSONS**

**NO CHARGE FOR NON-PROFIT ORGANIZATIONS, NON-PROFIT DOCUMENTATION MUST BE PROVIDED.**

**PLEASE NOTE:**

- **NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED FOR SINGLE OCCASION EVENTS – CASH, CASHIER'S CHECK OR MONEY ORDER ONLY, PAYABLE TO THE "CITY TREASURER".**
- **SINGLE OCCASION EVENTS - MUST BE SUBMITTED 30 DAYS PRIOR TO THE EVENT.** Per SDMC #33.0302 (C) any application submitted less than thirty calendar days prior to the single occasion event.
  1. May be rejected if the background investigation cannot be completed and will be subject to a penalty fee of an additional 100 percent of the application fee.
  2. Any application submitted within three business days of the event will be automatically rejected.
- A criminal records check will be conducted on each applicant.
- A 30-day investigation period begins at the time each application is submitted.



# SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING

1400 'E' STREET, MS-735, SAN DIEGO, CA 92101

Telephone No.: (619) 531-2250



## APPLICATION

TYPE OF PERMIT: \_\_\_\_\_

☐ Owner ☐ Employee ☐ Partner ☐ Corporate Officer ☐ LLC

Date of Birth: \_\_\_\_\_ Driver's License/ID #: \_\_\_\_\_ State: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_  
Last First Middle

Other Names Used: (Maiden, Alias, Etc.) \_\_\_\_\_ Stage Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Res. Ph. ( ) \_\_\_\_\_ Bus. Ph. ( ) \_\_\_\_\_ Cell Ph. ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Internet Web Site Address/Auction Site User Name: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ E mail address: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

### Business Where Applicant Expects to be Employed:

Business Name: \_\_\_\_\_ D.B.A.: \_\_\_\_\_

Business Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

### 1. List previous residence addresses for the last five (5) years:

	Complete Addresses last five years	Year Date From	Year Date To
1			
2			
3			
4			
5			

### FOR OFFICE USE ONLY

App. Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Received by: \_\_\_\_\_ ☐ Live Scan Rec: \_\_\_\_\_

Records Check: \_\_\_\_\_  
Initials/ID #

☐ RI01 ok or \_\_\_\_\_

Approving PCCO: \_\_\_\_\_ Date: \_\_\_\_\_

**2. List previous occupations, places of employment and/or schooling for the last five (5) years.**

<b>1</b>	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO
<b>2</b>	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO
<b>3</b>	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO
<b>4</b>	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO
<b>5</b>	PLACE OF EMPLOYMENT	OCCUPATION	
	ADDRESS & PHONE	DATE FROM	DATE TO

**3. List similar permits or licenses issued by any agency or board, or any city, county, state or federal agency in the past five (5) years. IF NONE, INITIAL HERE: \_\_\_\_\_**

	TYPE OF LICENSE	LICENSE NUMBER	DATES HELD	CITY AND STATE
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				

**4. Have you ever had any permit or license issued by any agency or board, or any city, county, state or federal agency suspended or revoked? Yes ( ) No ( )**

If yes, please complete below:

	CITY/STATE	DATE OF SUSPENSION OR REVOCATION	REASON
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			



5. List all criminal convictions, except traffic convictions. Include pleadings of guilty to a lesser charge in satisfaction of, or as a substitute for, an original charge, and pleadings of *nolo contendere*. Expunged convictions must be listed per California Penal Code section 1203.4(a).

**IF NONE, INITIAL HERE:** \_\_\_\_\_

	CHARGE	DATE CONVICTED	LOCATION OF COURT
1			
2			
3			
4			
5			
6			

**APPLICANTS:** The right of reasonable inspection shall be a condition for issuance of a police permit. If a permit is issued, representatives of the police department shall have access to the business premises during normal business hours, which may include entry into the non-public portion of the business.

It is the responsibility of the permit holder to renew the permit no later than ten (10) calendar days after the expiration date on the permit. Failure to renew on time will result in penalty fee of \$25.00 plus 10% of the regulatory fee. If a renewal is not completed with all fees and penalties paid within thirty (30) days after the permit expiration date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. A permittee must then begin the application process as a new applicant (Section 33.0308 of the San Diego Municipal Code).

I declare under penalty of perjury that the statements made on this application, including accompanying documents, are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or information are grounds for denial of this application or loss of licensure and that I may be subject to prosecution per section 11.0401(b) of the San Diego Municipal Code.

**I AM AWARE THAT THE INVESTIGATION FEE IS NON-REFUNDABLE. I AM AWARE THAT I AM RESPONSIBLE FOR BEING FAMILIAR WITH AND COMPLYING WITH THE RULES AND REGULATIONS RELATED TO THE POLICE REGULATED BUSINESS OR OCCUPATION FOR WHICH I AM APPLYING. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM OBTAINING PERMITS OR APPROVALS REQUIRED BY THE CITY OF SAN DIEGO OR STATE OR FEDERAL LAW. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM COMPLYING WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL LAWS, INCLUDING THOSE RELATED TO BUILDING, ZONING, AND FIRE, AND OTHER PUBLIC SAFETY REGULATIONS. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT VEST ANY DEVELOPMENT RIGHTS IN THE PROPERTY OR BUSINESS.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE OF APPLICATION

**PLEASE BE ADVISED THE INFORMATION YOU PROVIDE ON YOUR APPLICATION MAY BE SUBJECT TO PUBLIC DISCLOSURE PER THE CALIFORNIA PUBLIC RECORDS ACT.**

**ENTERTAINMENT PERMIT/BUSINESS ADDENDUM**

PLEASE COMPLETE ALL SECTIONS

(TYPE OR PRINT LEGIBLY)

TYPE OF PERMIT: \_\_\_\_\_ ALCOHOL ☐ YES ☐ NO HOURS OF OPERATION \_\_\_\_\_

☐ Sole Owner ☐ Partnership ☐ Corporation ☐ LLC

☐ LIVE ENTERTAINMENT:

**CIRCLE WHAT APPLIES**

☐ DANCING ☐ KAROKE ☐ LIVE BAND ☐ D.J. ☐ OTHER \_\_\_\_\_

AGE GROUP	EXPECTED ATTENDANCE
18 and UP <input type="checkbox"/>	0 - 49 persons <input type="checkbox"/>
21 and UP <input type="checkbox"/>	50 or more persons <input type="checkbox"/>

Business Name: \_\_\_\_\_ D.B.A. \_\_\_\_\_

Business Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Business Tax Certificate # \_\_\_\_\_ Name of Licensed Security Company: \_\_\_\_\_

LIST ALL FICTITIOUS NAMES THE BUSINESS WILL OPERATE OR ADVERTISE UNDER:

	FICTITIOUS NAME	PHONE #
1		
2		

IF APPLICANT IS A CORPORATION:

NAME OF CORPORATION AS SHOWN IN ARTICLES OF INCORPORATION OR CHARTER	DATE OF INCORPORATION	STATE OF INCORPORATION

NAMES AND RESIDENCE ADDRESSES OF EACH CURRENT CORPORATE OFFICER AND DIRECTOR:

NAME	RESIDENCE ADDRESS	TITLE
		PRESIDENT
		VICE PRESIDENT
		SECRETARY
		TREASURER

**FOR OFFICE USE ONLY**

DATE FILED: RECEIVED BY:	DATE FILED: RECEIVED BY:
DEVELOPMENT SERVICES – ZONING	FIRE & LIFE SAFETY DEPARTMENT
APPROVED BY: DATE: _____ PHONE: _____	APPROVED BY: DATE: _____ PHONE: _____
APPROVING OFFICER: _____ DATE: _____	

IF PARTNERSHIP, LIST NAME AND RESIDENCE ADDRESS OF EACH PARTNER, INCLUDING LIMITED PARTNERS:

NAME	RESIDENCE ADDRESS	TITLE

LIST FULL TRUE NAME AND ANY OTHER NAMES USED BY THE OWNERS AND ANY PERSONS WHO EXERCISE CONTROL OVER THE OPERATION, MANAGEMENT, DIRECTION OR POLICY OF THE BUSINESS, OR WHO ARE RESPONSIBLE FOR THE DAILY OPERATION OF THE BUSINESS:

	FULL NAME	TITLE
1		
2		
3		
4		
5		

APPLICANT'S PREMISES ARE ☐ OWNED ☐ LEASED/RENTED

IF RENTED OR LEASED, PLEASE PROVIDE THE NAME AND ADDRESS OF THE PROPERTY OWNER(S):

PROPERTY OWNER'S NAME	PROPERTY OWNER'S ADDRESS

**APPLICANTS:** The right of reasonable inspection shall be a condition for issuance of a police permit. If a permit is issued, representatives of the police department shall have access to the business premises, during normal business hours, which may include entry into the non-public portion of the business.

It is the responsibility of the permit holder to renew the permit no later than ten (10) calendar days after the expiration date on the permit. Failure to renew on time will result in penalty fees. If a renewal is not complete with all fees and penalties paid within thirty (30) days after the permit expiration date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. A permittee must then begin the application process as a new applicant. (Section 33.0308 of the San Diego Municipal Code)

I declare under penalty of perjury that the statements made on this application, including accompanying documents, are true, complete and correct to the best of my knowledge and belief. I understand that any false statements are grounds for denial of this application or loss of licensure and that I may be subject to prosecution per section 11.0401(b) of the San Diego Municipal Code.

**I AM AWARE THAT THE APPLICATION FEE IS NON-REFUNDABLE. I AM AWARE THAT I AM RESPONSIBLE FOR BEING FAMILIAR WITH AND COMPLYING WITH THE RULES AND REGULATIONS RELATED TO THE POLICE REGULATED BUSINESS OR OCCUPATION I AM APPLYING FOR. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM OBTAINING PERMITS OR APPROVALS REQUIRED BY THE CITY OF SAN DIEGO, OR STATE OR FEDERAL LAW. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT RELIEVE ME FROM COMPLYING WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL LAWS, INCLUDING THOSE RELATED TO BUILDING, ZONING, AND FIRE, AND OTHER PUBLIC SAFETY REGULATIONS. I AM AWARE THAT THE GRANTING OF A POLICE PERMIT DOES NOT VEST ANY DEVELOPMENT RIGHTS IN THE PROPERTY OR BUSINESS.**

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

RESPONSIBLE PERSON COMPLETING APPLICATION IF NOT APPLICANT - PRINT & SIGN \_\_\_\_\_

TITLE/POSITION \_\_\_\_\_

## OVERALL EVENT DESCRIPTION AND SITE DIAGRAM

PLEASE PROVIDE A DETAILED DESCRIPTION OF YOUR EVENT AND ATTACH A SITE DIAGRAM.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.